



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
P.O.BOX 839966 | SAN ANTONIO TEXAS 78283-3966



TO: Electrical Contractors

SUBJECT: **INFORMATION BULLETIN 104b**
Temporary on Permanent Set (TOPS) Electrical
Permit for Existing Structures

DATE: October 14, 2005 *Revised November 4, 2013*

The Development Services Department (DSD) requires that each structure have all permits finalized prior to giving a final approval to the utility company (CPS Energy) authorizing them to energize the electrical service.

As a customer service initiative, the approval/authorization to CPS can be given at an earlier stage provided the following requirements have been met:

- ◆ A licensed and bonded electrical contractor registered with the City of San Antonio shall obtain a TOPS permit and request that it be linked in the City computer system to the main building permit for the address. A TOPS permit is a separate and additional permit from the main electrical permit.
- ◆ The existing electrical service must be in good condition and comply with the City electrical code including all grounding requirements.
- ◆ The electrical loads originating from the existing service equipment must be disconnected and safeguarded from accidental energizing.
- ◆ Temporary GFCI protected outlets must be provided at the service equipment location for the purposes of providing construction power.
- ◆ All necessary and or required trade permits must be obtained prior to giving a final approval to CPS to energize the service equipment.

The TOPS permit on an existing structure is only for the purpose of providing contractors with temporary electrical power for repairs to the structure. The utilization of this type of permit would eliminate the need to build a Temporary Meter Loop (TML) to provide temporary power.

A TOPS permit is not an approval for persons or property to occupy the structure without proper approval. The structure must meet all the necessary City requirements prior to it being occupied by persons or property.

Should you have any questions on this process, please contact Chief Electrical Inspector at 207-8286 or the Development Services Managers at (210) 207-0148 or (210) 207-0159.